

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING – January 14, 2010
University of Illinois Urbana/Champaign

Chair Barney Bryson called the meeting to order. Roll call was taken, and a quorum was present.

Present: Julie Benedict, Jay Brooks, Barney Bryson, Sara Clayton, Susan Courson, Gary Fry, Janet Davis, Debra Hilligoss, Donna Johnson, James Jones, Sheila Kirby, Kim Kirchner, Paul Kruszynski, Cristina Milliken, David Ryan, David Turner, and Linda Wense

Absent: Maureen Bendoraitis, Darlene Kendall, Virnita Martin,

Guests: Interim Chancellor/Provost, Bob Easter

Report of Designated Employer Representative (DER) of Host Campus –

Interim Chancellor/Provost, Bob Easter, welcomed the EAC group to the University of Illinois Urbana Champaign and thanked them for their valuable service to the civil service system, employees, and their respective universities. Chancellor/Provost Easter updated us on the budget issues and noted that in good leadership we all need to work together and own the solution.

Seating of Members

Paul Kruszynski, Northeastern Illinois University, Barney Bryson (return), UIUC, Linda Wense, SIUE (return) and Jay Brooks (return), SIUC, were seated as new and return members of EAC. Together, the EAC committee read the Charge and Obligation.

Election of Officers

Tom Morelock was temporarily assigned as Chair to conduct the election of EAC Chair. Elections were held for Chair, Vice Chair, and Secretary with the outcome as follows:

Barney Bryson, Chair – nominated and unanimously approved
Sara Clayton, Vice Chair – nominated and unanimously approved
Julie Benedict, Secretary – nominated and unanimously approved

Election of Standing Committees

Elections for the Executive and Legislative committees were held by secret ballot and tabulated with the outcome as follows.

Executive Committee – Jay Brooks; Sara Clayton, Chair; Gary Fry; James Jones; Donna Johnson, Secretary; David Turner; Linda Wense; (Barney Bryson, exio)

Legislative Committee – Jay Brooks; James Jones, Chair; Kim Kirchner, Secretary; David Turner; Cris Milliken, (Barney Bryson, exio)

Sara Clayton made a motion to approve 5 members in the Legislative Committee. Gary Fry seconded. A roll call vote was taken.

Julie Benedict	Aye		Gary Fry	Aye		Paul Kruszynski	Aye
Jay Brooks	Aye		Debra Hilligoss	Aye		Chris Milliken	Aye
Barney Bryson	Aye		Donna Johnson	Aye		David Ryan	Aye
Sara Clayton	Aye		James Jones	Aye		David Turner	Aye
Susan Courson	Aye		Sheila Kirby	Aye		Linda Wense	Aye
Janet Davis	Aye		Kim Kirchner	Aye			

Motion passed.

Per the By-laws, the Election Committee was formed by:

EAC Chair - Barney Bryson; EAC Secretary - Julie Benedict; Secretary of the Executive Committee – Donna Johnson; Parliamentarian (Chair) - Linda Wense,

Minutes:

James Jones made a motion to approve the minutes of the October 2009 meeting as amended with corrections. Linda Wense seconded. A roll call vote was taken.

Julie Benedict	Aye		Gary Fry	Aye		Paul Kruszynski	Aye
Jay Brooks	Aye		Debra Hilligoss	Aye		Chris Milliken	Aye
Barney Bryson	Aye		Donna Johnson	Aye		David Ryan	Aye
Sara Clayton	Aye		James Jones	Aye		David Turner	Abstain
Susan Courson	Aye		Sheila Kirby	Aye		Linda Wense	Aye
Janet Davis	Aye		Kim Kirchner	Aye			

Motion passed.

Review of Correspondence

None

Public Comments:

There were no requests for public comment

Report of Chair – Barney Bryson

Barney reported much activity regarding furlough communication. He encouraged the EAC members to communicate with their respective Human Resource office to work together for a sound policy that will benefit all involved in the future.

Barney also encouraged the EAC committee to communicate with their respective merit board member to be more proactive in discussions before the Merit Board meets.

Barney expressed that the Merit Board agenda be rearranged to allow advisory groups to speak before the issues are discussed.

SURS Update – Susan Courson

The process to hire a Director of SURS has ended without filling the position; however they decided to begin again. The return is a 15.7% increase with an estimated calendar year 23% positive. As of October fund ration is 45%, which was at 50% about 7 years ago. The issues of furloughs and incentives are arising. Counseling sessions are increasing with questions and plans on how to handle the anticipated increase. When you reach 80% it is of final rate of earnings, SURS gives back any excess of service and money. Furloughs for those soon retiring would be a minimal impact on retirement.

Proposed furlough rule

The Merit board took action to accept the proposal to have 15-day notification and took action on item (e) of the wording change to “may”. The System Office hosted a public hearing on January 5 and collected more information to provide the proposed. The Merit Board will vote on the proposed. The addition of (d) will further clarify the “furlough exempt”. Section (h) gives a notification time line and the System Office will then notify advisory groups.

Jay Brooks made a motion to support Draft #2 of the furlough rule. Linda Wense seconded.

Julie Benedict	Aye		Gary Fry	Aye		Paul Kruszynski	Aye
Jay Brooks	Aye		Debra Hilligoss	Aye		Chris Milliken	Aye
Barney Bryson	Aye		Donna Johnson	Aye		David Ryan	Aye
Susan Courson	Aye		James Jones	Aye		David Turner	Aye
Sara Clayton	Aye		Sheila Kirby	Aye		Linda Wense	Aye
Janet Davis	Aye		Kim Kirchner	Aye			

Motion passed.

Report of Executive Director – Tom Morelock

Status of Procedural Revisions

The Merit board adopted procedural revisions of leaner/trainee.

The System Office is working on procedures to the register and register maintenance.
(permissive, voiding registers, etc.)

Police Testing

The Sergeant's written test was compromised. The System Office is expecting a report from OEIG soon. The System Office started revising the exam last week and is working with experts in the field. They anticipate something in the next week or so. Working with Rockford Water Reclamation District to develop exams.

Agency Budget Report

- FY2010 budget - 86% has been allocated or committed
- Collecting applications for open position – I/O Analyst
- Errors Omissions Insurance deductible may have to invoked on employee discharge appeal - \$10,000
- Most bill payments since August are delayed
- Leasing arrangement is stalled, but will most likely go with a renewal lease of the current office space
- 2011 proposed budget asked for \$48,000 more than this year, a 7.5% increase. Increases are in personnel services and salary increase.
- State legislature has introduced an appropriation for SUCSS, same as last year's budget numbers.
- The System Office has been asked to submit a line item budget, which will hinder budget flexibility and use of allocated dollars.

Audit Program Update

Cindy Neitzel provided a schedule of audit activities as follows:

- Issued draft for UIUC on Dec 1 and published
- U of I Springfield - Finalized
- Northeastern - Finished in October. The draft due sometime next week
- IBHE, DSCC conducted November 2009– report to go out soon
- Future Audits:
 - January - SIU Carbondale
 - January – System Office
 - February – Western
 - March – SIU Edwardsville

- May – UIC
- June – U of I College of Medicine Peoria
- A Newsletter will be initiated again in the near future
- Cindy is currently working on the audit procedures manual

Classification Plan Update

Jeff Brownfield provided an update on classification plan activities. Below are the activities in the following classification series:

- Accounting Series – continuing
- Customer Service Representative – lack of pre-testing but have an exam to send out to void current exam. Be proactive in gaining cooperation for pre-testing individuals to help get the information needed for a sound exam.
- Administrative Assistant and Administrative Aide – final stages
- Construction coordinators –coming out soon
- Deputy Director – coming out soon
- Elevator Mechanics – Pre-testing next week
- Sergeant Testing – Met with consultants and hope to get a new exam out soon
- Herders/farmers – pre-testing next week
- Standardized patients - Explore possibility of creating classification and status positions.
- Lead elevator mechanic and elevator foremen – combined
- Cooks and food service \workers - combine....some issues with a few employees' classifications. Some stand-alone and some series.
- Pipe fitter and pipe fitter welders series – review and combine classifications

Legal Update

Mary Follmer provided a brief legal update. No request for hearing, so no new cases at the next Merit Board meeting.

FY2010:

- 32 written
- 8 requests for hearing - all except 1 was settled
- 1 hearing pending UIUC - granted continuance
- 1 pending circuit court - Northern

Other items as presented

None

James Jones made a motion to adjourn. Gary Fry seconded the motion, and the meeting adjourned.

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING – January 15, 2010
University of Illinois Urbana/Champaign

Chair Barney Bryson called the meeting to order. Roll call was taken, and a quorum was present.

Present: Maureen Bendoraitis, Julie Benedict, Jay Brooks, Barney Bryson, Sara Clayton, Susan Courson, Gary Fry, Janet Davis, Debra Hilligoss, Donna Johnson, James Jones, Kim Kirchner, Paul Kruszynski, Cristina Milliken, David Ryan, David Turner, and Linda Wense

Absent: Darlene Kendall, Sheila Kirby, Virnita Martin

Quarterly Statistics Report

The System Office has initiated a different way to retrieve the data to get the information sooner. Mr. Morelock explained the categories of the report for clarification.

Sub-Committee Report – Academic Professional Research

As a result of the economic times, universities are looking at the audit process and trying to reduce. The audit process is a right of the employee and should never be stopped but adjusted to meet the needs of the University and employee. If an audit were denied due to budget reasons, the duties would reduce to match the current classification.

Communication with Board Members

Barney asked that EAC members introduce themselves to their respective Merit Board members and create dialog of the issues presented before the Merit Board.

Staff Reduction and Precautionary Measures/Avoidance

The group discussed conditions and initiatives on respective campuses.

Report of Executive Committee - Sara Clayton

Linda Wense is the Chair.

Report of Legislative Committee – James Jones

James Jones is Chair and Kim Kirchner is Secretary.

James presented information regarding the state bond sale. Susan Courson presented an update that 500mil is to SURS for the sale of the bonds.

James discussed House bill 174 and House Bill 4706.

Report of Election Committee – Linda Wense:

Linda dispersed the election schedule and welcomed Paul Kruszynski, the new NEIU Representative as well as the returning UIUC, SIUE, and SIUC representatives.

There will be three elections held in October 2010.

Western will be holding a special election with the retirement of Rep Sheila Kirby.

Linda also expressed the importance of the EAC committee and the commitment of the EAC member.

Other items:

Barney thanked the group for their confidence in voting him Chair and expressed his desire to work with each member individually and as a team. He looks forward to a productive year.

David Turner made a motion to adjourn. Gary Fry seconded. The meeting adjourned.
Respectfully submitted,

Julie Benedict, Secretary

Barney Bryson, Chair